



ARC Checklist for Construction Proposals

Project applications should be submitted to the state ARC office. The following checklist provides a guide for the information and sequence of information required for a complete application.

Page #	SECTION 1: PROJECT NARRATIVE													
	<p>1) Goals & Strategies</p> <p>a. What is the primary ARC Goal & Objective the project will address? (select <u>one</u>)</p> <p>b. What is the primary ARC <u>State</u> Strategy the project will address? (select <u>one</u>)</p>	<div style="border: 1px solid black; padding: 10px; text-align: center;"> Strategy Statement. </div>												
	<p>2) Outcomes & Performance Measures</p> <p>a. List and explain the expected, quantifiable <u>outputs and outcomes</u> as defined by ARC Guidance for Performance Measures. Review outcome definitions, measurement window, & documentation required, especially measures for jobs created/retained, LPI. For outcomes related to jobs created, jobs retained, and leveraged private investment (LPI), attach letters documenting private sector commitments.</p> <p>b. Describe <u>other project benefits</u> likely to result from the project such as the likely impact on future economic development activity in the area.</p>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Construction Performance Measures Reminders*</p> <table border="1" style="width: 100%;"> <thead> <tr> <th>Project Type</th> <th>Note</th> </tr> </thead> <tbody> <tr> <td>All project types</td> <td>Quantify number of households served/improved (residences) separately from businesses (non-residences). Non-residences can include hospitals, schools, churches.</td> </tr> <tr> <td>Water/sewer</td> <td>Estimate capacity constructed or repaired in MGD.</td> </tr> <tr> <td>Water tank</td> <td>Estimate capacity constructed or repaired in millions of gallons.</td> </tr> <tr> <td>Tourism-related projects</td> <td>Provide numerical estimates of new annual daytime visitors, new overnight visitors, and increased tourism revenues (not percentages).</td> </tr> <tr> <td>Business, industrial parks & speculative building project</td> <td>Include projections of jobs created, jobs retained, businesses served, LPI, etc. once the site is operational.</td> </tr> </tbody> </table> <p><small>*See ARC Guidance for Performance Measures for</small></p> </div>	Project Type	Note	All project types	Quantify number of households served/improved (residences) separately from businesses (non-residences). Non-residences can include hospitals, schools, churches.	Water/sewer	Estimate capacity constructed or repaired in MGD.	Water tank	Estimate capacity constructed or repaired in millions of gallons.	Tourism-related projects	Provide numerical estimates of new annual daytime visitors, new overnight visitors, and increased tourism revenues (not percentages).	Business, industrial parks & speculative building project	Include projections of jobs created, jobs retained, businesses served, LPI, etc. once the site is operational.
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	<p>3) Purpose: Provide a <u>one-sentence statement</u> describing the primary purpose of the proposed project. What is the proposed activity and what is the ultimate outcome? For example: <i>To create jobs and encourage future development by extending sewer service to homes and businesses.</i></p>													
	<p>4) Proposal Description</p> <p>a. Provide a detailed work plan including a description of all major <u>project activities</u>, such as: what will be done, who will complete each activity, and a timeline for starting and ending the project.</p> <p>b. Identify the <u>counties</u> for: 1) the location where the activity will be based, and 2) the project's entire service area. If the project is not county-wide, identify the <u>census tracts</u>.</p> <p>c. Provide a Preliminary Engineering Report, architect's report, or other detailed description of all major construction components. Include details such as linear feet to be constructed, square footage built, acreage served, timelines for starting and completing each component, and alternative approaches that were considered.</p> <p>d. Identify <u>who will own improvements and provide maintenance</u> for the completed project.</p> <p>e. Attach <u>maps</u> to illustrate the project's service area and detailed maps or schematics that show the route of utility systems, diagrams of building sites, and floorplans of buildings to be constructed.</p> <p>f. If relevant: discuss any efforts that may have been made to improve the energy efficiency and green building practices of the project, consistent with ARC Project Guidelines.</p> <p>g. Address these considerations if proposal includes the following project types:</p> <ol style="list-style-type: none"> i. For <u>residential service projects in non-distressed counties</u>, address how the project meets the "Policy for Residential Infrastructure Projects" in ARC Project Guidelines. Include letters or other documentation from state health/environmental agencies if relevant. ii. For <u>industrial sites or community facilities</u>, describe approaches to marketing the project to potential users and beneficiaries, including strategic sectors to be pursued and an explanation of who will be responsible for marketing activities. Indicate who will own and operate the property. Describe any plans for leasing or transferring ownership of the property, if applicable. iii. If the project involves the <u>acquisition of land or buildings</u> with project or matching funds, provide a MAI appraisal or comparable appraisal. iv. If the project involves <u>construction or renovation of a building or facility</u> include 5-year pro forma financial 													

	<p>projections to demonstrate sustainability. Projections must be prepared by a third party.</p> <p>5) Rationale</p> <ol style="list-style-type: none"> a. Describe the problem or opportunity that the project will address and how these issues impact the community. b. Explain why the proposed activity is the most practical, cost-effective, and beneficial way to achieve the desired results when compared to alternative approaches. c. Provide evidence of the local/regional demand for the proposed project (i.e. letters from key stakeholders, customer data, etc.). d. Describe any partnerships or collaboration with other local community, state, regional, and federal partners in the development of the proposal. In what way does the proposed activity represent progress toward fulfillment of a regional strategy (e.g. Comprehensive Economic Development Strategy (CEDS), local visioning process, etc.)? <p>6) Grantee Capacity and Project Sustainability: Describe the applicant's strategy for ensuring the project's long-term sustainability (once ARC funds are no longer available) and the grantee's capacity to manage the facility's long-term operations.</p>										
Page #	SECTION 2: BUDGET INFORMATION & SUPPORTING MATERIALS										
	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>1) Engineer's budget detailing line-item project costs. Project total from engineer's budget should match total on SF 424. *Note that for construction projects only, ARC does not require a breakdown of expenditures by funding source. If the ARC project is part of a larger project, only provide the detailed budget for the ARC portion of the project and not the detailed budget for the larger project.</p> <p>2) Funding need and match commitment</p> <ol style="list-style-type: none"> a. Identify each funding source as federal, state, local, or private, and include letters of commitment for each funding source, citing the specific amount of funds committed and whether it is a grant or loan. b. Provide descriptions of specific in-kind resources, including the methods used to determine their value. c. If match includes donated land or buildings, provide an MAI appraisal or comparable appraisal. <p>3) Calculations of match: Use the table (<i>right</i>) to verify that the match rate for the counties served is accurate. For multi-county projects with more than one ARC county designation (i.e., distressed, transitional, at-risk, competitive, etc.), contact the state ARC Program Manager to confirm the project meets ARC match requirements, and show calculations for multi-county match rates.</p> <p>4) Additional Documentation: Enclose pertinent supporting materials that will lead to a better understanding of the proposed project. Please <u>do not</u> include form letters, financial audits, or utility rate structure information.</p> <p>5) Basic agency commitment to administer ARC funds, addressed to ARC. The letter must state a willingness to administer the project, if approved by ARC; the ARC grant amount; the total matching funds amount; the total project cost; and the proposed administrative fee, if applicable. Note that specific certification forms are required for projects to be administered by CDBG or HUD-Entitlement agencies.</p> </div> <div style="width: 35%; border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="padding: 5px;">Project Location</th> <th style="padding: 5px;">ARC/Applicant Match Rate</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Distressed County</td> <td style="padding: 5px;">80/20</td> </tr> <tr> <td style="padding: 5px;">At-Risk County</td> <td style="padding: 5px;">70/30</td> </tr> <tr> <td style="padding: 5px;">Transitional County</td> <td style="padding: 5px;">50/50</td> </tr> <tr> <td style="padding: 5px;">Competitive County</td> <td style="padding: 5px;">30/70</td> </tr> </tbody> </table> </div> </div>	Project Location	ARC/Applicant Match Rate	Distressed County	80/20	At-Risk County	70/30	Transitional County	50/50	Competitive County	30/70
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APPLICATION FORMS – PLEASE ATTACH FORMS TO THE FRONT OF APPLICATION PACKET											
<p>1) Application forms</p> <ol style="list-style-type: none"> a. Federal Standard Form 424 (SF 424): Including ARC funds and all matching funds b. Federal Standard Form 424C: Budget Information c. Federal Standard Form 424D: Construction Assurances d. ARC Memorandum of Understanding <p>2) Executive Summary: Provide an executive summary of project goals, purpose, measures, key activities, and rationale (2 pages).</p>											
FORMAT INSTRUCTIONS											
Use numbered sections as section headings for narrative. Suggested length is 5-8 pages; please number pages.											
ADDITIONAL GUIDANCE											
See: ARC Project Guidelines , ARC Grant Administration Manual , and ARC Guidance for Performance Measures at http://www.arc.gov/forms .											